

MORI/CDF Pages 2-6

DTR-2941

12 APR 1974

MEMORANDUM FOR: Deputy Director for Management and Services
THROUGH : Director of Joint Computer Support
FROM : Director of Training
SUBJECT : Establishment of a Media Center in the
Headquarters Building

1. Action Requested: Your approval is requested of a recommendation made in paragraph 4.

2. Background: The Office of Training has an objective of establishing a Media Center in the Headquarters Building by September 1974. This Center would serve at least four training activities: the Office of Training Self-Study Program, the Office of Joint Computer Support Self-Study Program, the Headquarters Language Laboratory, and the University of Maryland Instructional Television Network. There would be six video cassette stations, two video tape stations, 16 audio cassette carrels; a viewing area for films, television, and for the [redacted] Program; storage and maintenance areas (see attachments). One technician/lab supervisor would be assigned to operate the Center.

The Center as envisaged requires about 1,300 square feet of space. The Office of Training currently has a requirement with the Office of Logistics for 1,000 square feet of space for a self-study area. With the realization of the Media Center, this standing requirement would be invalidated.

3. Staff Position: The Center would be available to employees at all hours and during weekends. It would enable Agency employees at their convenience and at their own pace--before, during, and after normal duty hours--to take courses and attend lectures primarily by the use of new technology in audio and video instructional systems. New instructional media or systems for

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self-improvement would be used in the Center as they are developed and found feasible in satisfying Agency needs. Locating the four training activities in one center would result in more efficient use of Headquarters space than the present arrangements, more efficient operation of each of the four training programs, and better and more productive use of personnel to operate and supervise the training activities. Presently, the OTR Self-Study Program is operating in a limited capacity primarily because of three factors: (1) lack of sufficient space in the Headquarters Building, (2) a facility which is available to participants only from 0800 to 1620 hours, Monday through Friday, and (3) no personnel at Headquarters to operate the Program.

4. Recommendations: It is requested that you approve the establishment of a Media Center in the Headquarters Building as described above. An early decision is requested on this proposal so that the [redacted] instructional aspect of the Center can begin by September 1974.

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[redacted]

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Alfonso Rodriguez
Director of Training

Atts

CONCUR:

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[redacted]

Ray L. Fitzgerald
Director of Joint Computer Support

18 Apr 74

APPROVED: [redacted]

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DISAPPROVED: [redacted]

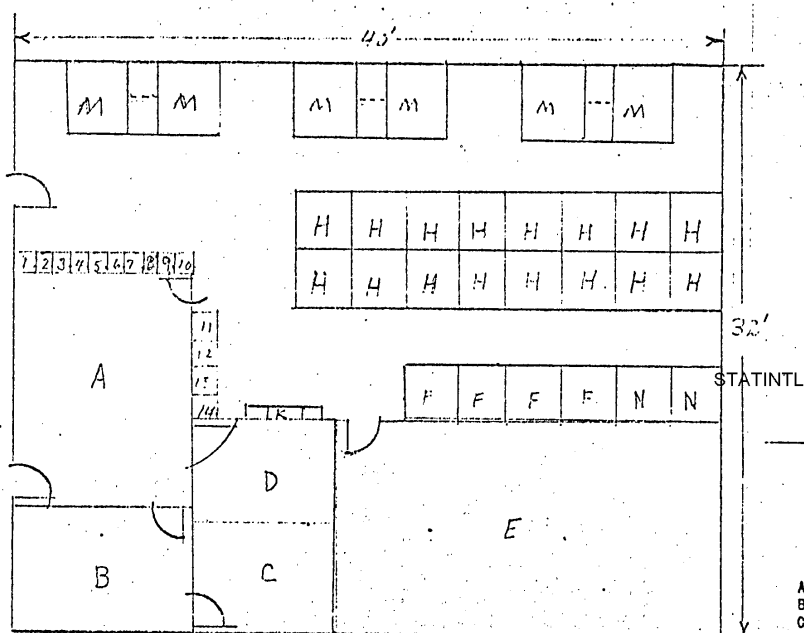
17 May 1974

Distribution:

- 0 - Adse. (Ret to DTR)
- 2 - DD/M&S
- 2 - OJCS
- 2 - DTR
- 1 - PDS
- OTR/C/PDS [redacted] and (10 Apr 74)

*This request has been approved by the ADD/M&S, subject to the limitations and constraints identified by the Director of Logistics in a memorandum of 7 May 1974, attached

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- A - Admin Office
- B - Repair & Maintenance Shop
- C - Projection Area
- D - Storage for Materials
- E - Foreign Language Films
- F - Study Carrels or Other Programmed Courses
- G - Carrels for Language & Audio Programs
- H - Language Texts
- I - Videocassette Courses & Programs
- J - Carrels for 1/2 inch Video
- K - Language Texts
- L - Language Texts
- M - Videocassette Courses & Programs
- N - Carrels for 1/2 inch Video
- 1-14 - Language Materials - Cassettes

Furnishings & Equipment for Headquarters Media Center

<u>Items</u>	<u>No.</u>	<u>Est. Cost</u>
1. Chairs with arms	46	
2. Desk with side piece	1	
3. Coat racks (1 large and 1 small)	2	
4. Bookcase 4 section	1	
5. File cabinet	1	
6. Storage cabinet	1	

Items 1 thru 6 in stock and will come from BSO.

7. Videocassette instructional carrels/station	6	\$1,500
8. Work bench with drawers	1	200
9. Small parts cabinet	1	50
10. 36 inch wood grain table	12	300
11. Projector table	1	50
12. Video & text material storage cabinet	4	200
		<u>\$2,300</u>

Items 7 thru 12 are special items and will have to be purchased.

13. Audio and study carrels	22	
14. Audio storage cabinets	12	
15. Text book storage cabinet	1	
16. Audio-active cassette recorder/player	16	
17. Audio cassette recorder/player with headset	10	
18. Videocassette playback unit with color TV receiver and headset	6	
19. 1/2 inch video tape playback unit with B&W TV receiver	2	
20. Mobile videocassette console	1	
21. 16 mm film projector	1	

Items 13 thru 21 are on hand - no cost.

22. 3/4 inch videocassette player/recorder unit with tuner	1	1,150
23. Audio-active cassette recorders/players	4	1,000
24. 25 inch color TV receiver/monitor	1	650
25. 35 mm slide projector	1	150
26. 35 mm film strip projector	1	125
27. Movie screen, electric 5x8	1	200
28. Vacuum tube volt meter & miscellaneous tools		500
		<u>\$3,775</u>

Items 22 thru 28 have to be purchased.

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TOTAL TO BE PURCHASED FOR MEDIA CENTER \$6,075

NOTE: Not included is cost of classroom equipment and services to be funded by the DDS&I.

Duties and Responsibilities for OTR Media Center Supervisor

1. Process course enrollments - except OJCS self-study courses and lectures.
2. Schedule the use of training materials, carrels, and Center equipment.
3. Issue to students the cassettes, supplemental course materials, and equipment.
4. Demonstrate proper usage of equipment.
5. Maintain record-keeping systems related to users, materials, and equipment.
6. Prepare form 1961 "Agency Training: Internal" (Course Roster) for input to the Agency Training Record of students satisfactorily completing OTR administered courses or programs.
7. Operate audio/visual equipment for class or group participation.
8. Provide maintenance and first-echelon repair for Center equipment.

17 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services

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Headquarters Building

REFERENCE : Memo dtd 12 Apr 74 to DD/M&S fr DTR,
Subject: Same

1. The Office of Logistics (OL) would like to make certain comments regarding subject and reference.

2. OL has an existing requirement for 1,000 square feet of space to move and enlarge the Office of Training (OTR) Language Laboratory from room 1D1609 in order to accommodate the Office of Joint Computer Support ORACLE computer support requirement in the 1D1600 area. No specific area has been identified for the language lab relocation; however, we hope to be able to free suitable space on the first floor. The OTR Media Center levies a total requirement of 1,300 square feet of space and supersedes and includes the space requirements for the language lab.

3. A special project of the Office of Development and Engineering now occupies some 7,000 square feet of space on the fifth floor of the Headquarters Building and has been proposed to be relocated to the [REDACTED]. Should this relocation occur, we will then be able to perhaps effect a "trade" with some first floor residents for suitable space for the OTR Media Center. As may be seen, we are dependent upon the actions of other Agency elements before we can commit ourselves to a date and specific area for the establishment and location of the Media Center. STAT

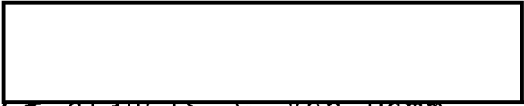
4. We agree with OTR on the desirability of the Media Center and see no insurmountable problems other than those of

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timing. Early resolution of the proposed project's move would certainly enhance the capabilities of this Office to meet the September deadline for establishment of the Media Center.


Francis J. van Damm
Director of Logistics

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Att
Reference